

**MINUTES**  
**GREEN BAY HOUSING AUTHORITY**  
**Thursday, October 19, 2017, 10:30 a.m.**  
**City Hall, 100 N Jefferson St, Room 604**  
**Green Bay, WI 54303**

***\*\*For more detailed information regarding the meeting, please see the meeting video on our website at <http://greenbaywi.gov/event/green-bay-housing-authority-meeting-51/> and follow the time stamp listed on each item.***

**MEMBERS:** William VandeCastle- Chair, Sandra Popp - Vice Chair, Terri Refsguard and Nathalie Lund

**EXCUSED:** Stephen Srubas

**OTHERS PERSENT:** Robyn Hallet, Cheryl Renier-Wigg, Jayme Valentine, Stephanie Schmutzer and Ald. David Nennig

**APPROVAL OF MINUTES:**

1. Approval of the September 28, 2017, minutes of the Green Bay Housing Authority. (0:00:19)

A motion was made by S. Popp and was seconded by T. Refsguard to approve the September 28, 2017, minutes of the Green Bay Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**FINANCIAL REPORT AND BILLS:**

2. Consideration with possible action on acceptance of GBHA bills. (0:00:58)

A motion was made by T. Refsguard and seconded by W. VandeCastle to approve the GBHA bills. Motion carried.

3. Consideration with possible action on acceptance of GBHA financial report. (0:02:50)

S. Schmutzer stated that new carpeting and washer and dryer replacements for Mason Manor will soon be in the financial report.

W. VandeCastle asked how much elevators will cost. R. Hallet had previously estimated that it would be around \$250,000per elevator

A motion was made by S. Popp and seconded N. Lund to accept and place on file the GBHA bills. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL**

##### **4. Report on Brown County's Safe & Stable Housing Study. (0:07:48)**

R. Hallet presented information about a Safe and Stable Housing Study that Brown County commissioned. The UW - Green Bay's Center for Public Affairs performed a study on certain Brown County consumers in unstable or unsafe housing. The study targeted adults within the Brown County Treatment Courts system for mental health and substance abuse issues, adults receiving outpatient care from the Community Treatment Center, adults on probation or parole with mental health or substance abuse issues and adults exiting the Brown County Jail with mental health issues. To gather their data, the center conducted interviews of service providers, used survey data and looked at secondary data. The study found common themes about the needs of the consumers studied. They further broke those needs down by needs for consumers with mental illness, substance abuse and consumers exiting jail. The common themes include a general lack of affordable housing in Brown County, personal barriers, such as health issues or additions, a lack of availability of landlords willing to rent to high barrier consumers and insufficient access to supportive services.

The study provided potential policy alternatives, which were divided into three categories: additional housing units; public and private funding strategies; and supplemental alternatives. Examples from other communities were cited for each. Furthermore, the study indicated that Brown County has the potential to act as a catalyst to expand affordable housing options to benefit all residents.

Commissioners and staff engaged in discussion regarding consumers in these situations and how the GBHA could play a role in alleviating this community problem.

##### **5. Report on Survey of Housing Needs in Brown County. (0:48:06)**

R. Hallet explained that she put a survey out to the Brown County Homeless and Housing Coalition and Community Connections email lists to determine where to delegate unrestricted funds in the community. R. Hallet asked, "Which housing-related programs would have the greatest impact and greatest achievability if funding were directed to them?" There were 106 responses. The top choices were then examined together with the comments made under "other" to come up with the top six needs. These included: Emergency shelters and transitional housing supportive services; a Housing Navigator or Landlord Liaison type position to connect those in need of housing with potential landlords; homeless prevention programs; permanent supportive housing projects; supportive services for those with mental health or other specials needs and programs for homeless youth or youth aging out of foster care.

##### **6. Langan Report for the Month of September, 2017. (0:54:02)**

A motion was made by S. Popp and seconded by W. VandeCastle to accept and place on file the Langan Report for the Month of September, 2017. Motion carried.

##### **7. Occupancy Report for the month of October, 2017. (0:54:47)**

J. Valentine stated there were only three move-outs for the month of September. Most of the move-outs are individuals moving to nursing homes. Many of the open Scattered Sites are

three-bedroom units. Three-bedroom applications are being reviewed in an effort to fill these units as soon as possible.

A motion was made by T. Refsguard and seconded by S. Popp to accept and place on file the Occupancy Report for the month of October, 2017. Motion carried.

8. Housing Update Report. (0:56:32)

J. Valentine shared that K. Krautkramer, Mason Manor's Administrative Assistant, is meeting with floor leaders to discuss how activities can be enhanced for participating residents. Fall decorations were put up by residents. The Salvation Army Christmas Basket sign-up began on October 19, 2017. Mason Manor's Christmas party will be on December 14, 2017. Reed Lewis, GBHA's Building Services Coordinator, will be retiring after 36 years.

9. Update on bedbug situation. (0:59:12)

J. Valentine shared that their last building inspection in September came back with nine infested units, one more than the previous inspection. After the last inspection eight units were treated, and five of those units were cleared during the September inspection. One tenant in particular has been diligently following all the guidelines to remove the bedbugs from his unit, but has yet to be cleared, so he will be transferred to a new unit so his old unit can be treated more extensively. WG&R has offered to donate furniture to make that transition easier.

A motion was made by S. Popp and seconded by N. Lund to adjourn at 11:36 a.m. Motion carried.

LNC: RAH